

DEPARTMENT OF FINANCE AND ADMINISTRATION
SPECIAL ENTRY RATE REQUEST
EXCEPTIONALLY WELL QUALIFIED APPLICANT
INSTRUCTIONS

Exceptionally Well Qualified (EWQ) special entry rates (SERs) can be requested for applicants who exhibit qualifications that are well above the minimum qualifications required for the position. EWQs up to Pay Level IIM (PL-IIM) [see state pay schedule] can be approved by the agency director; EWQs above PL -IIM must be presented to a legislative committee by the Office of Personnel Management (OPM) for approval. EWQs may be requested for DFA employees being considered for other positions within the agency, for state employees transferring to DFA from other agencies, or for people hiring or rehiring into the state system.

1. **Agency / Division or Office**
Indicate the name of agency (DFA) and the division or office within DFA, e.g.: Office of Accounting, Office of Child Support Enforcement, etc.
2. **Position No.**
Enter the 8-digit position number of the position for which the EWQ is being requested.
3. **Class Title**
Enter the official title of the position, not a functional office title.
4. **Grade**
Enter the grade associated with the title/class code.
5. **Class Code**
Enter the 4-digit alpha-numeric code assigned to the official title.
6. **Applicant's Name**
Enter the chosen applicant's legal name.
7. **Current Entry Salary**
Enter the salary at which the applicant would enter the position without the SER. For instance, if the applicant is a current state employee, this salary would be his/her current salary plus or minus the usual adjustments for promotion, demotion, etc. If the applicant has prior state service, this salary would be the exit salary (if above entry level).
8. **Requested Entry Salary**
Indicate the requested salary stated in an annual figure.
9. **Applicant Qualifications**
Briefly but thoroughly summarize the applicant's related qualifications, including years of directly and indirectly related experience, education, etc. Attach a copy of the application and resume (if available).
10. **Minimum Qualifications**
Indicate the qualifications as stated on the official class specification.
11. **Signatures**
Signatures will be added upon review by Human Resources.

NOTE: OPM Form 081 **must** be attached for each applicant interviewed but not selected. The EWQ will not be processed without these attachments.